

***Travel Supported by  
PVARF***

Authorized Absence  
Government-Rate Airfare

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> <li>1. Make airline reservations through <b>World Wide Travel</b> (1-888-811-8129). Tell the agent: <ul style="list-style-type: none"> <li><input type="checkbox"/> PVAMC is station #648</li> <li><input type="checkbox"/> PVAMC Employee Travel Office will provide travel authority number</li> </ul> </li> <li>2. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary</li> <li><input type="checkbox"/> Funding source</li> <li><input type="checkbox"/> Estimated travel expenses</li> <li><input type="checkbox"/> Work and personal details</li> </ul> </li> <li>3. Sign VA and PVARF paperwork prepared by Travel Coordinator.</li> <li>4. Receive itinerary/e-ticket reference number from Travel Coordinator at least two days prior to departure.</li> <li>5. Enter AA in VISTA-Time &amp; Attendance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare required VA and PVARF paperwork. <ul style="list-style-type: none"> <li><input type="checkbox"/> OP 165</li> <li><input type="checkbox"/> Memo to Regional Counsel &amp; 10-0101B</li> <li><input type="checkbox"/> SF-71 Leave Slip (Research Employees)</li> <li><input type="checkbox"/> PVARF Check Request</li> <li><input type="checkbox"/> PVARF Travel Authorization/Reimbursement</li> </ul> </li> <li>2. Fax OP 165 and supporting documentation to Employee Travel Office.</li> <li>3. Submit original OP 165, supporting documentation, Memo &amp; 10-0101B to Employee Travel Office.</li> <li>4. Submit PVARF Check Request and Travel Authorization/Reimbursement Form to PVARF.</li> <li>5. Receive check from PVARF for government-rate airfare. Deposit at PVAMC Agent Cashier one week in advance of travel.</li> </ol>

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> <li>1. Submit original receipts to Travel Coordinator.</li> <li>2. Sign PVARF paperwork prepared by Travel Coordinator.</li> <li>3. Receive reimbursement check from PVARF.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare required PVARF paperwork. Collect traveler's signature. Submit forms and receipts to PVARF. <ul style="list-style-type: none"> <li><input type="checkbox"/> PVARF Check Request</li> <li><input type="checkbox"/> PVARF Travel Authorization/Reimbursement</li> </ul> </li> <li>2. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.</li> </ol>